



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT  
BUILDING 238 CALIFORNIA AVENUE  
FORT HUNTER LIGGETT, CA 93928-7000

IMHL-ES

23 JUL 2015

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: USAG FHL Policy #10-8, Installation Access Denial Waiver Process**

**1. REFERENCES.**

- a. AR 190-13, The Army Physical Security Program.
- b. AR 190-16, Physical Security.
- c. Directive-Type Memorandum (DTM) 09-012, Interim Policy Guidance for DOD Physical Access Control.
- d. IMCOM Operations Order 15-031, Implement Access Control Procedures at IMCOM Installations.
- e. Army Directive 2014-05, Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors.

**2. PURPOSE.** To establish policies, procedures, and responsibilities involving person(s) denied unescorted access to U.S. Army Garrison (USAG) Fort Hunter Liggett (FHL) requesting a waiver.

**3. APPLICABILITY.** This policy applies to contractors denied unescorted access to USAG FHL areas.

**4. POLICY.** Individuals denied unescorted access to the installation due to an unfavorable National Crime Information Center Interstate Identification Index (NCIC-III), as defined by enclosure 2 to Army Directive 2014-05, may request an access denial waiver.

**5. PROCEDURES.**

a. The Physical Security Office, Visitor Control Center or the Access Control Point provides the access denial waiver application packet upon request, which will instruct the sponsor or denied individual to do the following:

- (1) Obtain a certified copy of their criminal history, which must include all arrests and convictions.

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(2) Complete an Installation Access Control Denial Waiver Application and provide the packet to the contractor's site/project manager. All offenses must be listed, along with providing an explanation why the conduct should not result in denial from entering the installation. Other factors addressed by the applicant include the nature and seriousness of the conduct, specific circumstances, elapsed time since the incident or conduct and/or proof of efforts towards rehabilitation.

b. The contractor's site/project manager reviews the individual's packet for completeness and decides whether or not to endorse the waiver. If the contractor's site/project manager endorses the waiver, he/she must provide a letter requesting the individual be granted unescorted access to accomplish a specific purpose and include the anticipated frequency and duration of such visits. The contractor's site/project manager will be responsible for submitting the completed packet along with any other supporting documents to the Senior Commander or his/her designee.

c. The Senior Commander, or his/her designee, will review each access denial waiver packet and render a determination ensuring proper protection of good order, discipline, health and safety on the installation. Once a determination is made, a copy of the determination will be provided to the individual, the contractor's site/project manager, and the Physical Security Office.

d. Individuals denied a waiver may request reconsideration from the Senior Commander, or his/her designee, after one year from the date of the decision. Individuals may request a reconsideration earlier if the individual can present significant information that was not available at the time of the original request or that the basis for the original denial was overturned, rescinded or expired.

6. PROPONENT. The Directorate of Emergency Services is the proponent for this policy. The POC is the Physical Security Officer at (831) 386-3882.

  
JAN C. NORRIS  
COL, SC  
Commanding

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